

**Embassy of the United States of America  
Foreign Student (Thai) Intern Program 2013**

Following are positions available for the Foreign Student (Thai) Intern Program from **March 18 to May 17, 2013**. The requirements are:

- (a) Be full-time students at an accredited Thai university;
- (b) Have already completed two years of university studies;
- (c) Be at least 18 years old;
- (d) Have a GPA of 2.8 or higher; and
- (e) Possess basic working knowledge of English.

Interested students should submit an application with verification of student status and transcript by email to [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) (Subject: FNSIP 2013 - Name and Surname), **no later than December 28, 2012**. Students must identify the position number(s) of the position(s) they are applying for on their applications. **\*\*Please note that students may apply up to 4 positions only.**

Internships will be offered in the following offices/organizations:

**Vacancies number 1-7 require students currently enrolled in specific areas of studies.**

<a href="#">SIP#2013/1</a>	U.S. Patent and Trade Mark Office (USPTO)
<a href="#">SIP#2013/2</a>	U.S. Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE)
<a href="#">SIP#2013/3</a>	Global Financial Service (GFS)
<a href="#">SIP#2013/4</a>	Facilities Management (FM)
<a href="#">SIP#2013/5</a>	Media Unit, Public Affairs Section (PA)
<a href="#">SIP#2013/6</a>	Engineer Services Center (ESC)
<a href="#">SIP#2013/7</a>	Program Development Office, Development Outreach Communications, United States Agency for International Development (USAID/PDO/DOC)

**Vacancies number 8-27 are for students currently enrolled in general areas of studies.**

<a href="#">SIP#2013/8</a>	Division of Tuberculosis Elimination (TB), Center for Disease Control (CDC), <b><u>Nonthaburi Office</u></b>
<a href="#">SIP#2013/9</a>	Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), <b><u>Nonthaburi Office</u></b>
<a href="#">SIP#2013/10</a>	American Citizen Services Unit, Consular Section (CONS)
<a href="#">SIP#2013/11</a>	Fraud Prevention Unit, Consular Section (CONS)
<a href="#">SIP#2013/12</a>	Non-Immigrant Visa/ Immigrant Visa Unit, Consular Section (CONS)
<a href="#">SIP#2013/13</a>	Foreign Commercial Service Office (FCS)
<a href="#">SIP#2013/14</a>	Joint POW/MIA Accounting Command (JPAC)
<a href="#">SIP#2013/15</a>	Cultural Unit, Public Affairs Section (PA)

<a href="#"><u>SIP#2013/16</u></a>	Regional English Language Office, Public Affairs Section (PA)
<a href="#"><u>SIP#2013/17</u></a>	Information Resources Center, Public Affairs Section (PA)
<a href="#"><u>SIP#2013/18</u></a>	Transnational Crime Affairs Section (TCAS)
<a href="#"><u>SIP#2013/19</u></a>	Economic Section (ECON)
<a href="#"><u>SIP#2013/20</u></a>	Medical Unit (MED)
<a href="#"><u>SIP#2013/21</u></a>	Regional Human Resource (RHR)
<a href="#"><u>SIP#2013/22</u></a>	RSO Investigators Office, Regional Security Office (RSOI)
<a href="#"><u>SIP#2013/23</u></a>	Executive Office, Human Resources Section, United States Agency for International Development (USAID/EXO/PROC)
<a href="#"><u>SIP#2013/24</u></a>	Regional Office of Procurement, United States Agency for International Development (USAID/ROP)
<a href="#"><u>SIP#2013/25</u></a>	Regional Legal Advisor, United States Agency for International Development (USAID/RLA)
<a href="#"><u>SIP#2013/26</u></a>	Office of Financial Management, United States Agency for International Development (USAID/OFM)
<a href="#"><u>SIP#2013/27</u></a>	General Development Office, United States Agency for International Development (USAID/GDO)
<a href="#"><u>SIP#2013/28</u></a>	Management (MGT)

For additional information, please contact Khun Suthicha at [Suthicha@state.gov](mailto:Suthicha@state.gov)  
or 02-205-4590

## **Attachment 1: Job Descriptions and Job Qualifications**

**Vacancies number 1-7 require students currently enrolled in specific areas of studies.**

### **SIP#2013/1**

**Office / Organization:** U.S. Patent and Trade Mark Office (USPTO)

#### **Job Description:**

- Search and summarize information from reference sources
- Provide first-handed review and summarize the new development in law
- Assist to research the Intellectual Property Law in the region
- Assist in organizing trainings, seminar and other related duties as applicable

#### **Qualifications:**

- Candidate must be currently enrolled in school of Law
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

### **SIP#2013/2**

**Office / Organization:** U.S. Department of Homeland Security, Immigration and Customs Enforcement (DHS/ICE)

#### **Job Description:**

- Assist in the planning for training and outreach activities provided to local law enforcement agencies and non-governmental organization
- Assist with other issues related to ICE repatriation program
- Conduct research on laws and regulations as pertain to ICE's investigative strategies and any other duties associated with the daily activities of a professional law enforcement office

#### **Qualifications:**

- Candidate must be currently enrolled in school of Law
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

### **SIP#2013/3**

**Office / Organization:** Global Financial Service (GFS)

**Job Description:**

- Perform regular software record checks on past and current software licenses to prevent the overuse of licensing versions and its legal consequences
- Update software operational records, inventory reports and licensing information, using the computer
- Sort and organize the software media (CD/DVD) and stock inventory with adequate supplies of forms, CD, DVD, licenses, and other required materials
- Keep up-to-date the knowledge base and documentation links for GFSB System Development and Maintenance section
- Perform other day-to-day administrative tasks such as e-mail communication, maintaining information files, and processing paperwork

**Qualifications:**

- Candidate must be currently enrolled in IT field
- Candidate must demonstrate self-motivation and ability to work hard
- Candidate must possess strong interpersonal skills and the ability to contribute in a team environment
- Candidate must be proficient in English and Thai

### **SIP#2013/4**

**Office / Organization:** Facilities Management (FM)

**Job Description:**

- Provide 15-25 minutes safety talks for maintenance crews
- Perform safety inspections for high hazard areas and office buildings
- Perform safety inspections for residences
- Prepare report of findings/ recommendations and oversee completion of hazard abatement
- Assist in conducting mishap investigations
- Conduct safety surveys at construction/ renovation sites

**Qualifications:**

- Candidate must be majoring in occupational health and safety or related field
- Candidate must be proficient in Thai law and international requirements regarding to occupational health & safety
- Candidate must possess strong interpersonal communication and presentation skills
- Candidate must be proficient in English and Thai
- Candidate must demonstrate a proficiency in Microsoft Office & internet skills

### **SIP#2013/5**

**Office / Organization:** Media Unit, Public Affairs Section (PA)

**Job Description:**

- Monitor and scan newspapers and other media courses daily for relevant news clips and editorials;
- Assist in arranging and organizing media events and other outreach programs
- Create social media campaigns and activities
- Accompany Online Media Specialist to Embassy events
- Keep Embassy's social media channels lively by responding to questions and updating content

**Qualifications:**

- Candidate must be majoring in mass communications, communication arts, journalism, multimedia, new media, public relations, or equivalent
- Candidate must be proficient in English including reading and writing skills
- Be an active Social Media user – Facebook and Twitter in particular with understanding of the mechanics of each tool
- Candidate should be able to work independently
- Good photography skills, preferably knows how to use a digital SLR camera

### **SIP#2013/6**

**Office / Organization:** Engineer Services Center (ESC)

**Job Description:**

- Analyzing stress states of vehicle barrier ramps in Embassy compound
- Measuring and inspecting vehicle barrier ramp, mount, and hydraulic cylinder
- Model kinematic motion of vehicle barrier ramp
- Model and analyze stress state of ramp in use
- Determine areas of stress concentration, maximum stresses, and likely areas of crack initiation, propagation, and eventual rupture

**Qualifications:**

- Candidate must currently enrolled in the field of mechanical engineering, civil engineering, or material science, or a similar field
- Candidate should be familiar with statics, dynamics, strength of materials, fatigue, failure analysis, and FEA
- An understanding of metal hardening mechanisms and failure modes is a plus

**SIP#2013/7**

**Office / Organization:** Program Development Office, United States Agency for International Development (USAID/PDO/DOC)

**Job Description:**

- Provide general support to outreach communications, i.e., updating USAID social media contents (Facebook/Twitter)
- Maintain photo library and prepare press pack packs for local outlets/newspapers/TVs
- Design various media for USAID campaigns
- Perform other duties as assigned

**Qualifications:**

- Candidate must be currently enrolled in school of Journalism/ Mass Communication/ Advertising
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills
- Candidate must be proficient in English and Thai

**Vacancies number 8-24 are for students currently enrolled in general areas of studies.**

**SIP#2013/8**

**Office / Organization:** Division of Tuberculosis (TB), Center for Disease Control (CDC), **Nonthaburi Office**

**Job Description:**

- Provide support to Programs administrative activities
- Assist with input, arrange, tracking, and updating computerized program databases
- Perform other duties as assigned

**SIP#2013/9**

**Office / Organization:** Division of Global Migration and Quarantine/ Immigrant, Refugee and Migrant Health Program (DGMQ), Center for Disease Control (CDC), **Nonthaburi Office**

**Job Description:**

- Provide support to CDC/DGMQ public health administrative activities
- Assist with input, arrange, tracking, and updating computerized program databases
- Perform other duties as assigned

### **SIP#2013/10**

**Office / Organization:** American Citizen Services Unit, Consular Section (CONS)

**Job Description:**

- Assist routine ACS processing during post's peak season
- Perform case intake and document screening for notary services and passport applications
- Assist in emergency American Citizen cases as assigned including inventories of personal effects as well as to assist with visits to hospitals and other locations
- Assist in translation during visits outside of the office
- Maintain files and carry out special projects related to improving unit efficiency
- Assist in taking phone calls as needed

### **SIP#2013/11**

**Office / Organization:** Fraud Prevention Unit, Consular Section (CONS)

**Job Description:**

- Conduct follow-up phone calls to visa applicants and enter results into database for validation studies tracking visa usage
- Liaise with companies, financial institutions, Thai governmental agencies to perform assigned checks
- Assist with English-Thai translation and draft English and Thai correspondence
- Maintain FPU files and update the tracking records
- Prepare PowerPoint presentations, handouts, and respond to telephone enquiries

### **SIP#2013/12**

**Office / Organization:** Non-Immigrant Visa/ Immigrant Visa Unit, Consular Section (CONS)

**Job Description:**

- Participate and assist in coordinating visa outreach events targeting various constituencies, including students
- Assist both immigrant and non-immigrant visa sections with data management projects
- Assist local staff with intake of documents for immigrant interviews and document review
- Draft correspondence in Thai and English (often based on templates) for visa cases
- Assist in preparing immigrant and non-immigrant visas courier returns

### **SIP#2013/13**

**Office / Organization:** Foreign Commercial Service Office (FCS)

**Job Description:**

- Provide supports to the Commercial Specialists including administrative supports, trade promotion, and event support
- Assist in market research and CTS database projects
- Perform other commercial service related tasks as assigned

### **SIP#2013/14**

**Office / Organization:** Joint POW/MIA Accounting Command (JPAC)

**Job Description:**

- Provide logistics and administrative support to office's personnel
- Coordinate actions to obtain visas to include acquiring telex JPAC Detachments in Lao and Vietnam as well as JPAC Headquarters
- Prepare letters and memorandums for the Detachment Commander
- Maintains and update all office's files correspondence, messages, reports, vehicle logs and maintenance files
- Assist in translation (Thai to English and vice versa)

### **SIP#2013/15**

**Office / Organization:** Cultural Unit, Public Affairs Section (PA)

**Job Description:**

- Provide support for educational and cultural exchanges programs, international visitor program
- Assist in organizing and carrying out digital video conferences
- Working on speaker programs
- Assist with monitoring grant projects funded by the Cultural Unit
- Assisting with the International Visitor program

### **SIP#2013/16**

**Office / Organization:** Regional English Language Office, Public Affairs Section (PA)

**Job Description:**

- Establish a database of RELO resources, books, publications, and English language Teaching (ELT) materials for the office
- Update RELO Contact database entries including Access student alumni data



- Upload of RELO program report activities and other relevant English language teaching issues to the RELO Thailand Facebook

### **SIP#2013/17**

**Office / Organization:** Information Resources Center, Public Affairs Section (PA)

#### **Job Description:**

- Update reference books and periodical catalogue, as well as conduct annual resource inventory using Microsoft Excel and Dreamweaver
- Update contact and query data on Microsoft Access
- Manage electronic information including processing and recording ALERT and E-TOC full texts requests
- Respond to basic reference queries and updating IRC usage statistics
- Assist in the production of SAM, IRC's online magazine, in-house advertisements, and newsletter

### **SIP#2013/18**

**Office / Organization:** Transnational Crime Affairs Section (TCAS)

#### **Job Description:**

- Update, complete and enhance the database of personnel receiving training from the U.S. Mission in Thailand, the TCAS contact database
- Reconcile financial management system and the Law Enforcement Working Group's activities matrix
- Assist with the logistics of implementing TCAS training programs in the law enforcement and criminal justice agencies

### **SIP#2013/19**

**Office / Organization:** Economic Section (ECON)

#### **Job Description:**

- Be a primary support of its Thai-U.S. Creative Partnership initiative under the Trade and Intellectual Property Rights Officer's portfolio
- Development of Thai-language outreach materials, web content, and newsletter listings
- Co-maintenance of a blog website based on the WordPress content management system
- Social media management and development of Thai-language Facebook and Twitter posts
- Attend partner events and creating engaging live social media content, including photographs and video
- Attend and develop outreach meetings with contacts

- Provide event logistics support (display delivery and setup, interaction with participants)

**SIP#2013/20**

**Office / Organization:** Medical Unit (MED)

**Job Description:**

- Create an excel data of medical, dental, and other health providers in local hospitals (credential, place of work, contact information)
- Perform other duties as assigned

**SIP#2013/21**

**Office / Organization:** Regional Human Resources (RHR)

**Job Description:**

- Input and update computerized database
- Organize subject files in accordance with the Embassy guidelines
- Assist in receiving and screening employment applications
- Assist in organizing special activities
- Perform other duties as assigned

**SIP#2013/22**

**Office / Organization:** RSO Investigators Office, Regional Security Office (RSOI)

**Job Description:**

- Assist ATA training courses including data entry and administrative tasks
- Support special events on administrative work
- File, update and organize files
- Assist in processing fingerprints and police checks
- Assist in Residential Security Program as needed
- Perform other duties as assigned

### **SIP#2013/23**

**Office / Organization:** Executive Office, Human Resources Section, United States Agency for International Development (USAID/EXO/PROC)

#### **Job Description:**

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, e.g., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, e.g., preparing travel requests and booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations
- Perform other duties as assigned

### **SIP#2013/24**

**Office / Organization:** Regional Office of Procurement, United States Agency for International Development (USAID/ROP)

#### **Job Description:**

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, e.g., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, e.g., preparing travel requests and booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations
- Perform other duties as assigned

### **SIP#2013/25**

**Office / Organization:** Regional Legal Advisor, United States Agency for International Development (USAID/RLA)

#### **Job Description:**

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, e.g., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, e.g., preparing travel requests and booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations
- Perform other duties as assigned

### **SIP#2013/26**

**Office / Organization:** Office of Financial Management, United States Agency for International Development (USAID/OFM)

**Job Description:**

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, e.g., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, e.g., preparing travel requests and booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations
- Perform other duties as assigned

### **SIP#2013/27**

**Office / Organization:** General Development Office, United States Agency for International Development (USAID/GDO)

**Job Description:**

- Provide general administrative support, i.e., filing/ tracking/ photocopying documents, receiving calls, scheduling meetings, drafting letters, requesting office supplies, organizing printed/e-file materials
- Maintain office record, e.g., updating TDY list/ mission calendar, preparing FSN time & attendance data
- Assist in travel arrangements, e.g., preparing travel requests and booking hotel/flight
- Prepare PowerPoint/Spreadsheet presentations
- Perform other duties as assigned

### **SIP#2013/28**

**Office / Organization:** Management (MGT)

**Job Description:**

- Research available local archives for letters, legal documents, photographs, etc. relating to the official U.S. Government presence in Thailand since 1833.
- Assess available archival materials for possible use in an exhibit celebrating 180 years of U.S.-Thai relations.
- Obtain appropriate permissions for the reproduction and/or presentation of archival materials.
- Translate Thai archival materials into English.
- Perform other assignments as required.

***Below are job qualifications for vacancies number 8-28 only.***

- Candidate must be currently enrolled in school of Business Administration, Arts, Liberal Arts, Humanities, Education, Economics, Political Sciences, Communication Arts, International Business Management, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills;
- Candidate must be proficient in English and Thai;
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

**Number of required hours:**

40 per week (flexible)

**Submit application to:**

Email: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

(Subject: FNSIP 2013 – Name and Surname)

**Closing date:**

December 28, 2012

***\*\*Please note that the above vacancies are unpaid jobs.***